

**Notice of Position Available
and Job Description
for
Chief Deputy Clerk, Office of the Clerk
Supreme Court and Court of Appeals**

The Supreme Court of Mississippi is seeking a qualified individual to fill the position of Chief Deputy Clerk of the Supreme Court and the Court of Appeals of the State of Mississippi. This position requires substantial experience in the court system. The Chief Deputy Clerk serves at the will and pleasure of the Supreme Court.

The Supreme Court is an equal opportunity employer.

Position Title: Chief Deputy Clerk of the Supreme Court of Mississippi and the Court of Appeals of Mississippi

Location: Jackson, Mississippi

Position Overview: The Chief Deputy Clerk of the Court is responsible for managing administrative activities of the Clerk's Office and overseeing performance of the duties of the office as directed by the Clerk of the Court.

Duties and Responsibilities: The Chief Deputy Clerk assists in managing training programs; conducts special studies as directed; prepares statistical reports; assists in managing the dockets of the Court; assists in maintaining the official records of the Court; manages delinquency reports and issues deficiency notices; oversees projects for the Court as assigned by the Clerk; monitors specialized cases which fall outside the usual appellate procedures; maintains entries in the computerized tracking system of the Court; works with technical staff to develop new electronic procedures; works with technical staff in resolving computer issues; resolves complex case management issues; serves in place of the Clerk in the Clerk's absence; and performs such other duties as assigned by the Supreme Court.

The Clerk's Office is the repository for all filings with the Supreme Court and the Court of Appeals. It is the responsibility of the Clerk's Office to document each stage of a case from the notice of appeal through the issuance of the mandate. The Clerk's Office is responsible for the dissemination of the Court's opinions and decisions, including any rule changes.

Numerous public information requests are also handled through the Clerk's Office. These requests come from the general public, attorneys, litigants, members of the Legislature, inmates of correctional institutions, state agencies, students, and specialized publishing houses, among others.

Minimum Requirements: A law degree from an American Bar Association (ABA) accredited school of law. **A licensed member in good standing with The Mississippi Bar with four (4) years of legal experience.** Proficient computer skills.

Compensation and Benefits: The gross annual salary for this position will be \$60,000.00. In addition, this position will include the standard holidays and benefits available to state employees.

Application Process: All qualified persons interested in this position should apply in writing by **September 26, 2014**, addressed to:

Robert E. Nations Jr.
Deputy Court Administrator/Director of Central Legal
Supreme Court of Mississippi
450 High Street
Post Office Box 117
Jackson, MS 39205
rnations@courts.ms.gov

E-mail applications are acceptable. Applicants must submit a resumé showing their personal, educational, and professional background. Three (3) legal references for employment and a photo of the applicant must be included.